

Agenda with Annotated Minutes

Designated Agency Safety and Health Official (DASHO) Council Meeting

**Thursday, September 16, 2004, 9 AM – 11AM
OHS Conference Room 3452, MIB**

Welcome, Workers' Compensation and SHARE Initiative: (Wheeler)

Kathleen Wheeler opened the meeting. She discussed the SHARE Initiative, filing of workers' compensation forms to be submitted to Labor, Lynn Scarlett's May 20, memo on Safety, Health, and Return-to-Employment (SHARE) Initiative Goals, and her (Kathleen's) memo dated July 16, requesting nominations for representatives to serve on the Department's Human Resources and Safety Management Workers' Compensation Program Strategy Implementation Team. In addition, the DASHOs inquired regarding funding of the Workers' Compensation Program, and how the funding is allocated by Congress.

Department S&H Budget – Safety Management Information System: (Haze)

Pam Haze, PMB, spoke briefly on the status of the Department's budget. She indicated that there are no Departmental funds available for the new and required SMIS IT Security and OMB Exhibit 300 Business Plan, to include the costs associated with ongoing IT Security and Business Plan reports in the out years. She stressed the need for SMIS funding, and the importance of the DASHO Council's support to allocate/approve funding through the Working Capital Fund, (Initiatives) to address the SMIS requirements.

Several DASHO Council members suggested that all Bureaus/Offices Human Resources (HR) allocate funds in their budgets, to pay for the SMIS related IT Security costs, OMB Exhibit 300 Business Plan costs, special requested reports and for customer services provided for HR Department-wide. In addition, Paul Henne mentioned that the Department needs to consider creating a position and hiring a Human Resources Workers' Compensation Program Manager.

Diane Schmitz provided a status regarding the SMIS IT Security required Certification and Accreditation (C&A). Currently, the Office of Occupational Health and Safety has submitted the C&A required documentation, to the NBC Denver team, for their review, processing, and signatures.

Training: DIOU Update of FY 2002 and FY 2003 Training Initiatives/Draft Memo: (Veltkamp)

Bob Veltkamp discussed CD ROM, DOIU training initiatives, the tracking system, course changes, and working with the Safety and Health Council (SHC) on 0600 courses. Bob stated that the SHC will work with their managers on courses, and certificates will be given out when a course is taken. Each DASHO will decide whether the training course for

their “Workers’ Compensation Program Specialists” (WCS) is mandatory. USGS and BLM have stepped up to the plate, and have made the training mandatory for their WCS).

Accident Statistics: Status of SMIS OWCP Implementation: (Rueff)

Ken Rueff provided nine (9) charts on accident/injury/illness statistics. He provided a verbal synopsis of each chart and answered questions.

FY 2005 Initiatives: (Rowley)

Linda Rowley discussed the proposed 2005 initiatives. The SHC considers the SMIS and “Safety Smarts” initiative proposals to be operational costs and not initiatives that meet the safety and health initiatives criteria. However, there were three separate initiatives submitted, regarding Collateral Duty Safety Training that were blended together, as one initiative. The initiative allows for a combination of our previous web-based safety training program, and the introduction of distance learning, that has proven to be effective, reach larger numbers of employees, and the training is cost effective. There was a discussion regarding the lack of DOI resources and Working Capital Funding, required in order to conduct OSHA required safety and health programs. Each year the Working Capital funding that is to be “\$400.000. is cut and this year the amount has been cut by almost \$100.000. The \$400.000 was already limited and many of the good safety and health initiatives could not be implemented. Kathleen Wheeler requested that the proposed initiatives be held at this time. Kathleen indicated that the “SMIS” and “SafetySmart” Initiatives need to be funded, in order to continue services and operations.

Kathleen requested that the DASHO Council consider development of a funding strategy and proposal for Safety and Occupational Health Initiatives and Programs. Kathleen requested that Paul Henne, FWS, Bob Brown, MMS and Bruce Blanchard, BIA, meet and prepare a draft proposal and then present the draft proposal at the next DASHO Council meeting. The meeting was scheduled for Tuesday, October 12; however, Kathleen rescheduled the meeting for Thursday, November 4, from 9:15 am - 10:15 am.

Marilyn Johnson, BLM, asked if there was a breakdown of contributions of each bureau in the Working Capital Fund. There was a discussion among the DASHOs regarding this topic. In addition, Marilyn wanted to know if there was a breakdown regarding each Bureau’s participation in “SafetySmart.” Diane Schmitz said that she did not know if participation was broken down by each Bureau. However, she could provide the DASHOs with the number of “hits” per year. (Following the meeting, Diane sent an e-mail to each DASHO, that provided the usage of “SafetySmarts,” which is part of “SafetyNet.” All of these services are located on “SMIS.”)

Proposed Next Meeting:

Tuesday, October 12, 2004. The meeting was rescheduled for Thursday, November 4, room 7000B, MIB, from 9:15 am - 10:15 am.